

**New Hampshire Title I, Part A
Supplemental Education Services
Provider Sexual Harassment Policy Requirements**

All approved New Hampshire Supplemental Education Service (SES) providers must assure that before providing SES services to students within a district, the provider's employees will request, review and adhere to the local school district's sexual harassment policy, mandated through the New Hampshire Department of Education (NHDOE).

Such policies include:

- (1) A statement that sexual harassment is against the law and against school district policy;
- (2) A definition of sexual harassment with examples of actions that might constitute sexual harassment;
- (3) The names and roles of all persons involved in implementing the procedures;
- (4) A description of the process so all parties know what to expect, including time frames and deadlines for investigation and resolution of complaints;
- (5) A prohibition against retaliation toward anyone involved in a complaint;
- (6) A description of possible penalties including termination;
- (7) A requirement that a written factual report be produced regardless of the outcome of the investigation;
- (8) At least one level of appeal of the investigators recommendation;
- (9) A clear statement that someone can bypass the internal process and proceed directly to the New Hampshire commission on human rights, with address and telephone number, or office of civil rights, with address and telephone number.